



Lake County

JSEC Insider

NEW Self-Service Jobs System
For Employers and Job Seekers:
<http://jobs.mt.gov>
Check it out!!!

Human Resource

On the second Tuesday of every month the Lake County chapter of the Society for Human Resource Management meets at the Relicom building conference room. Meetings begin at 11:30 with lunch provided for \$5.00.

This is an excellent opportunity to network with HR peers regarding current human resource management issues.

If you would like to attend the next meeting and/or have membership questions please call Adina Fox at (406) 676-9228 at the Ronan Telephone Company or for more information visit www.shrm.org

Research & Analysis

Labor Information, Consumer Price Index, Unemployment Rates, Wage Statistics & Census Information refer to:
<http://www.ourfactsyourfuture.org/>

For Information regarding HIPAA:
www.hhs.gov/ocr/hipaa/

JSEC Representatives

Karen Dellwo, JSEC Chair
Todd Erickson
JSEC Coordinator
Patti Patterson
JSEC Co-Coordinator

How to keep good employees? Hire good employees

The first step in keeping good employees is hiring well. Begin with the end in mind What do you want? What does an exemplary employee look like? What does he do? How does he act? What specific outcomes do you expect from him?

Skills can be taught, experience can be gained, but if a job candidate doesn't have self-management skills and an attitude that fits with your service-oriented philosophy, what good is he to you? Beginning with the end in mind, how might you want your employee to approach the job tasks? How might you want the customer to feel and think when interacting with your employee? What about the chemistry between the new employee and your existing employees?

Screen the entire person, not just the skills and experience. Someone who demoralizes the staff and gets customers upset is probably not teachable. The employee who's short on skill and experience but works collaboratively with all can be taught the skills.

The second most important thing you can do to keep good employees is to recognize each one's contribution. Giving feedback, mostly praise, is the single most effective way for managers to impact performance.

As managers, we are challenged to manage better in three ways. First, we are challenged to hire well from the beginning by being clear on what we want and by looking at the whole person and the potential, not just his past. Second, we are challenged to identify and articulate what's working in our employee's performance and describe why it's working (or what's not working). And third, we're challenged to really get to know your employees to give rewards that they, individually, will value.

For more information on this topic visit: <http://www.smartbiz.com>

Brown Bag Lunches Coming Soon

A series of brown bag lunches featuring business professionals and trainers leading open discussion on a variety of human resource topics.

New email addresses

Starting immediately all name@state.mt.us email addresses will be converted to name@mt.gov

Polson Job Service
Todd Erickson
Patti Patterson
Eileen Faw

polsonjsc@mt.gov
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Lake County Job Service Workforce Center
PO Box 970
417 B Main Street
Polson, MT 59860

Presenteeism

A report in the November 2004 CCH publication "HR Tool Kit Blueprint" states that presenteeism, or the presence of sick workers at the work place, could be detrimental to your company's productivity. I have interviewed applicants here at Job Service who take great pride in having never missed a day of work, but I have also wondered what they might have spread to other workers especially during the flu season. It's no leap of logic to understand that if a person doesn't feel well, his/her productivity will suffer. What are your policies regarding sick leave and what is your company's culture regarding absenteeism? It may well be worth reviewing these issues and clearly outlining measures to take for an employee to call in sick. CCH recommends the following eight steps:

- 1) Foster a healthy environment
- 2) Set a good example
- 3) Set guidelines and make them visible to employers
- 4) Revisit your EAP and health care support services
- 5) Review Absence control policies to ensure they are not counter productive
- 6) Post helpful tips on how to avoid spreading germs
- 7) Work with your employees and facilities to keep common areas clean
- 8) Recognize employees who step in to do the extra work while others are sick.

For more information about this article and other CCH resources visit <http://hr.cch.com>

JSEC Members

Marilyn Becker, OPA
Karen Dellwo, First Interstate Bank, Chair
Adina Fox, Ronan Telephone
Wayne Fuchs, St. Luke Hospital
Theresa Jones, St. Luke Hospital, Treasurer
Stacey Kiehn, S&K Technologies
Rick Molenda, Western Bee
Emily Peck, Polson School Dist., #23
Joyce Rogers, Western Building Center
Ken Rohrenbach
Theresa Taylor, Red Cross
Paula Weaver, Tamsco
Nikki Montesano, Jore Corporation
Polson Chamber of Commerce

JSEC Workshop March 16th 8am-Noon

*Local speaker Ed Kuglar will do a presentation on
Organizational Leadership and Change*



To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; Brown Bag series; previous Newsletters: visit our website: www.employlakecounty.com or call Todd Erickson, Business Advocate @ 406.883.7885